



As-Built Drawing Requirements

Before improvements are accepted and performance guarantees can be released, the City of Greenwood must receive a complete plan of As-Built Drawings.

Plans must contain a certification statement – sealed and signed – that improvements have been installed in reasonable compliance with the original design plans, with respect to horizontal locations and grades, and any deviations of locations, grade or material.

Drawings must comply with the following requirements:

A. Grading or Development Plan(s)

1. Grades:
 - a. Major drainage swales and percents of slope;
 - b. Pad grades;
 - c. Street grades;
 - (1) Centerline and curb if street is bituminous pavement with concrete curb. Centerline only if streets are concrete and placed with electronic control. (Maximum 50 ft. spacing)
 - (2) All sag and crest points.
 - d. Paved swales if any, at 50 ft. intervals;
 - e. Lake or pond if applicable;
 - f. Locations of sidewalk ramps.

B. Plan and Profiles

1. Sanitary sewers:
 - a. Invert elevations and percents of slope;
 - b. Top of casting elevations;
 - c. Lateral locations based on distances along main from manholes;
 - d. Locations of each manhole or structure (to make sure they are sufficiently within designated easements to permit future excavation to system if needed);
 - e. Designate any material change from design plans; where plans show any alternates, indicate alternate actually used.
2. Storm Sewers:
 - a. Invert elevations and percents of slope;
 - b. Top of casting elevations;
 - c. Location of pipe and structures (to make sure they are within designated easements);
 - d. Designate any material change from design plans; where plans show alternates, indicate alternate actually used.
3. Streets:
 - a. Grades;
 - b. All low and high points;
 - c. All percents of slope;
 - d. Any deviation of alignment;
 - e. Grades and dimensions on accel and decal lanes if applicable.

- *Improvement Acceptance Procedures*

Below is a summary of the process for acceptance of improvements, release of performance guarantees, and acceptance of maintenance guarantees. **Please note that all utilities must be installed before beginning this process.**

[Click here for detailed completion procedures.](#)

- Submit certified As-Built Drawings (link to page when available) for all improvements.
- Contact Engineering Division field staff at 317.887.5230 to schedule a field inspection. A punch list of outstanding items will be generated.
- Once the punch list items have been completed, contact Engineering Division field staff to schedule a re-inspection (repeat if necessary).
- Final field inspection approval is given.
- Coordinate with Engineering Division staff on maintenance guarantees needed and guarantee amounts. This can be done during the inspection process, if desired.
- Submit a letter to request inclusion on a Board of Public Works & Safety (link to page when available) meeting agenda. Review [completion procedures](#) for submittal details.
- Engineering Division staff reviews all submitted items submitted and provides notification of any needed revisions.
- A majority of inspection and testing fees will be calculated, if required.
- Board of Public Works & Safety meeting